

WAMS and DNR Switchboard Registration Instructions

Below are detailed step-by-step instructions for obtaining a Wisconsin User (WAMS) Id and signing up for electronic reporting using the DNR Switchboard.

Start at the DNR Home Page

1. Go to the DNR homepage at dnr.wi.gov
2. Click on the “Environmental Protection” link on the left side of the screen. This will open the environmental protection webpage.
3. Next, click on the “Environmental Business Switchboard” link on the left side of the screen. This opens up the switchboard webpage.
4. Click on the “Switchboard Registration” link on the left side. This opens up the “Switchboard Registration Steps.”
5. If you do not currently have a WAMS User ID, you will need to sign up for one. If you do have a WAMS User ID already, **you can proceed to the Switchboard registration process which starts on step 21 on this instruction sheet.**
6. In order to register for a WAMS User ID, you will need a unique email address because one of the registration steps requires you to respond to an email message. Shared email addresses, such as those that are used by several people at a facility must not be used. If you do not currently have a unique email address, there are several free email services that you can sign up for online such as hotmail.com or yahoo.com.
7. Once you have a unique email address, you can proceed to step two on the webpage “Create a WAMS Wisconsin User ID.” Click on the link in step two to open up the WAMS homepage.

Registering for a Wisconsin User (WAMS) Id

8. Click on the “Self-registration” link. This opens up the Self-Registration page. Notice that the registration process consists of two parts:
 - a. Part One- Requesting a Wisconsin User ID and Password
 - b. Part Two- Activating your account. It is important that you do not forget to complete this step.
9. Read the User Acceptance Agreement and then click on “Accept” at the bottom of the page to agree to the terms of the usage policy.
10. A new screen will appear. Now enter information about yourself in the Profile Information section. We recommend that you only enter the three required fields indicated by a red asterisk. Those fields are your first name, last name, and email address. Make sure that you enter your email address exactly as it is, taking into account punctuation, etc. For example: john.smith@facility.com. You can add other information to your profile at a later time by returning to the website after acquiring your WAMS ID.
11. Next in the Account section, you will need to create a User ID and password. You cannot share a User ID with anyone else. If the User ID you propose is already in use, the system will ask you to choose another. You can not use any part of your name in the password.
12. Write down your User ID and password. You will need to remember them for later on.
13. Now proceed to the Account Recovery section. You will need to think of a secret question and answer, in case you ever forget your User ID or password. For some good suggestions on what type of question to ask, there is a guideline link you can click on.
14. After completing all of the required information, click on the “Submit” button.
15. There will be a pop-up window asking to confirm that your email address is correct. If it is correct, click on the ok button.
16. A page should appear stating that you are ready to proceed to Part Two of the registration process. A message will be sent to your email account with a link to activate your new account.

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You must complete Part Two, starting on step 17 of this instruction sheet, within four days, or your account will be deleted and you will need to start the self-registration over. We recommend that you continue with Part Two at this time.

Activating Your Wisconsin User (WAMS) Id

17. Part Two: Open your email account. You should have an email from WAMS. The email message is generally sent to your email within five minutes of completing step 16. Follow the instructions in the email and click on the link in the email to activate your account.
18. This will open the WAMS Login page. Type in your User ID and password exactly as you created them. Click on the "Login" button.
19. A screen will appear stating that you have successfully created and activated a WAMS Wisconsin User ID. You may close this browser at this time.
20. Now return to the Switchboard Registration Page (Refer back to Steps 1-4 of these instructions).

Registering for the DNR Switchboard

21. Complete step 3: Registering for the Switchboard. Click on the link in Step 3 "Switchboard Registration."
22. This will open the Electronic Business Partnership page. Please read the page and click on "Accept" to agree to the terms and to continue with the registration process.
23. Next enter your Contact Information. You are required to fill in the fields in **bold**; the other fields are optional. The contact information is all about you. Be certain to enter your WAMS Wisconsin User ID exactly as you created it. A comment field is provided for any additional information you wish to share, such as a recent change in name or address.
24. Now enter information about the facility you work for in the Facility Location section. Please note that we are asking for the location address, rather than the postal address. If you are responsible for more than one facility, you will need to file a registration for each facility. However, you can use the same Wisconsin User ID for each.
25. In the Electronic Role Information section, check any roles that apply to you. The last two entries are the new version of the consolidated reporting system, which will be available by the end of the year.
26. Click on the "Send" button.
27. A page will appear with the information you have submitted. You will need to print this page, sign it, and mail it in order to complete the registration process. **We cannot complete the registration process without this signed paper copy.** Please mail immediately to the following address:

SWITCHBOARD REGISTRATION - SS/G3
WI DNR - SCIENCE SERVICES
PO BOX 7921
MADISON WI 53707-7921

Congratulations and thank you! You have completed the Switchboard Registration Process. Please allow 2-3 business days for DNR staff to process your registration and connect you to the Switchboard.

If you encounter problems with the Wisconsin User (WAMS) Id or Switchboard Registration process, you may view a video tutorial on the Switchboard Registration web page mentioned above or call the Switchboard Registration Hotline at 608-267-3123.